

The University of Aizu Mid-term Overseas Study Programs for AY2023
Application Guideline Application Guidelines for Dispatched Students

1) Purpose

This program supports excellent UoA students with opportunities for training and research at International Partner Universities (hereafter referred to as "IPUs") of the UoA and research institutes through the Office for Strategy of International Programs (hereafter OSIP), the Center for Globalization. This program aims to produce excellent human resources with an international perspective, and enhance the UoA's global competitiveness. Encouraging students to study abroad also brings a broad view and an international standard of research and education to the UoA.

2) Outline of the Program

This program provides partial financial support to UoA students who wish to earn credits, conduct research, or complete an internship at universities and research institutes abroad based on an exchange agreement or memorandum of understanding between IPUs and the UoA. (hereinafter referred to as the "destination").

In addition, UoA supports for the midterm programs is limited to one time during the student's enrollment in both the undergraduate and graduate school of the UoA.

The maximum period of financial support from UoA for the stay shall be a maximum of 90 days, and that from the Japan Student Services Organization (JASSO) shall be a maximum of one year. Participants must make presentations on achievements attained through the relevant programs, upon their return to Japan.

3) Applicants Accepted

- Approx. 4 students

4) Duration of Program (Select one of the periods listed below)

(a) Rose-Hulman Institute of Technology (USA)

- End of August 2023 through July 2024 (Approx. 3 months or 6 months, or 1 year)

(b) Mercer University(UAS)

- End of August 2023 through February 2024 (Approx. 6 months)

(c) Ostbayerische Technische Hochschule Regensburg (OTH Regensburg)(Germany)

- September 2023 through February 2024 (Approx. 6 months)

(d) University of Applied Sciences Düsseldorf (Germany)

- September 2023 through February 2024 (Approx. 6 months)

(e) Karlsruhe University of Applied Sciences (Germany)

- September 2023 through February 2024 (Approx. 6 months)

The program to the above destinations are financed by a MEXT subsidy; JASSO, based on the Student Exchange Support Program.

After earning credits at the IPU, some courses may be approved by the Academic Affairs Committee for credit at UoA.

There is no guarantee of an internship opportunity at IPUs. Students must obtain internship opportunities by themselves through active participation in local internship fairs, etc.

5) Qualifications and Conditions of Applicant to the Program

- a. Regular students of the UoA undergraduate and master's program in Academic Year 2023, and who have excellent academic and research achievements. However, this excludes the fourth-year undergraduates who will not enroll in the UoA Graduate School Master's Program, and the second-year master's students who will not enroll in the UoA Graduate School Doctoral Program.

- b. International students may apply, but will not receive financial support from the University or JASSO.
- c. Students must submit certificate of English test such as TOEFL, TOEIC, IELTS, or the EIKEN
- d. Students who are in good health both mentally and physically for completing the studies and life at IPU.
- e. Enthusiastic students who have a sincere interest in sharing their knowledge and experiences from their participation in the program as a part of contribution to the UoA and local communities through international exchange events proactively.
- f. Participants must consent to disclose their affiliations, academic years, names and research proposal on relevant websites, etc.
- g. Participants applicants have to attend the orientation and international exchange events.
- h. Submit a report after returning Japan and after the dispatch period of 90 days has elapsed. In addition, these reports will be posted on the relevant websites, etc.
- i. Participants must coordinate with faculty members and administrative staff of IPU on their own responsibilities. (OSIP will provide supports depending on the individual necessity)
- j. In addition to this financial support sponsored by UoA, participants can apply for the scholarship given by JASSO, if the following requirements are fulfilled.
 - Students must participate into programs which aim at obtaining credits.
 - Students must be Japanese citizens or have permission to permanently reside in Japan.
 - The amount of household income of students' family must meet the standard set by JASSO. (Please refer to the separate sheet.)
 - Students are required to submit a proof document of household income to UoA immediately after being adopted by JASSO. UoA will review said proof accordingly.
 - Students must fulfill the standard of academic achievement set by JASSO. (Please refer to the separate sheet.)
 - Use the pattern 2 of the following table for calculation of academic credits. (D and F are granted as 0 point.)
- k. If you will be studying at a university in the United States, prepare a copy of the mother-child handbook as documentation will be required. Depending on the vaccination status to date, it may be necessary to receive vaccinations prior to travel. You may also be instructed to receive additional vaccinations locally. (Costs for additional vaccinations, medical certificates in English, etc. are to be borne by the applicant.)
In addition, since "HEALTH DOCUMENTS" are required, the following points should be noted.
 - 1) Students are required to undergo a medical checkup in April and a internal medical checkup in May, both conducted on campus.
 - 2) Students are required to submit the medical certificate, immunization history, additional immunization certificates, etc. in English, so please consult with OSIP or the Nurse's Office beforehand.
 - 3) Please also check the website of the Nurse's Office.
<https://u-aizu.ac.jp/campus/support/nursesoffice/>

6) Included costs in the financial support

The University will support the following expenses up to the maximum amount. Please note that expenses incurred prior to the date of the offer of employment and expenses for stays longer than 90 days are not eligible for support.

Please note that any costs incurred before selection for the study abroad program will NOT be applicable for this financial support.

a. Travel expenses

The University will support up to ¥130,000 for an overseas air ticket in economy class. The student will be responsible for his/her own domestic transportation expenses when leaving and returning to Japan.

- b. Accommodation Expenses (up to 90 days)
 - The program will support the cost of student dormitories or apartments (up to 132,000 yen for 90 days) at IPUs. If the student is forced to return home during the dispatch period, the cost will be calculated on a pro-rata basis.
- c. Other expenses recognized as necessary by the President of the UoA.

7) Excluded costs from the financial support

- a. Visa application fees
- b. Overseas travel insurance premiums

All students participating in the program must purchase mandatory insurance required by the UoA for any reason. In addition, students who wish to specify an individual insurance company or to add additional coverage must purchase such insurance separately.
- c. Medical insurance premiums and immunization fees at IPUs

In addition to the mandatory insurance at UoA, students are required to purchase the local
- d. Miscellaneous expenses at IPUs for student activities, laptop rentals, etc.
- e. Living expenses (Food, souvenirs, local transportation expenses, etc.)
- f. School materials
- g. Insurance expenses of Japanese Council for the Safety of Overseas Student (JCSOS) for a risk management measure during period of study abroad

8) Amount of Financial Support and Payment

- a. Within the budget, the amount of financial support will be determined and notified to each successful candidate through letters of acceptance to the program.
- b. Payment of the support amount will be made after confirming the report after the return to Japan or the interim report after 90 days. For this reason, please be sure to keep receipts, airline tickets, and other evidence necessary to determine the amount of support, and submit them to OSIP together with the above-mentioned report. Please be aware of the fact that it is possible that expenses without documentary evidence will not be considered for financial support by the UoA.

9) Application Method

Students applying to the program must submit the following documents to OSIP (located in Room #123 on the 1st floor of the Research Quadrangles)

- a. Application form-1 (Using the designated form, students must describe what they wish to study overseas, and the contents of their plans in English.)
- b. Application form-2 (Using the designated form, students must describe your main activities to date and future plans in English.)
- c. Application form for acceptance or documents required by the university to study abroad. Regarding the application form, please contact the OSIP.
- d. Proof of language proficiency (Certificate of TOEFL or TOEIC results from within two years of the application deadline, or a certificate of results from any other well-known English examination from which a TOEFL or TOEIC score can be calculated)
- e. A letter of recommendation from the relevant supervisor (Sealed)
 - *Any faculty member who can provide opinion on applicants' academic skills and grades are eligible to write said letter. In case applicants see difficulty to obtain the letter, contact OSIP in advance.

10) Selection Method and Announcement of Successful Applicants

Selection of students and announcement of successful applicants will be implemented as follows:

- a. OSIP will conduct a preliminary review, taking into consideration application forms. Applicants will be notified of the results of the preliminary reviews by OSIP. Applicants who pass the initial screening will be registered as candidates for dispatch.

*After initial screening, students who wish to attend Rose-Hulman Institute of Technology must take a designated language test at the UoA.

- b. Interviews for applicants who passed the preliminary review conducted by the OSIP, the Student Affairs Division, the Center for Language Research and etc. will be implemented in English.
- c. For students who are accepted by the IPU, the OSIP will submit a list of finalists to the President of the UoA, and the President will make the final decision in regards to applicants to be accepted to the program.
- d. The result of the final interview will be announced to applicants who passed the first interview.

11) Schedule

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| ▪ Explanatory session | February 14, April 5 |
| ▪ Recruitment period: | April 26 (By 5:00 PM) |
| ▪ First screening (document): | April 27 |
| ▪ Interview: | Middle of May |
| ▪ Final determination: | Beginning of June |
| ▪ Preparation: | Beginning of June ~ |
| ▪ Departure: | End of August ~ |

The UoA reserves the right to modify, suspend or cancel any university sponsored program should such decision be warranted by the following conditions: In these cases, the UoA may require the relevant students to return all or partial portion of financial support funds distributed from the UoA.

- a. In cases when a falsified item is found in application documents.
- b. In cases when a relevant student has unfavorable circumstances in study, health, or attitudinal problems, or receives official disciplinary punishment, etc. from IPU.
- c. In cases when a student withdraws from the UoA
- d. In cases when the UoA decides to cancel the program due to unavoidable circumstances, such as the spread of a new coronavirus infection or other situations where the safety of students cannot be assured.
- e. In case that insufficient preparation is granted before departure.
- f. Expenses related to cancellation procedure and prepaid fees will be burdened to participant herself/himself in case of a cancellation due to his/her own request.

12) Contact

The Office for Strategy of International Programs, Center for Globalization, the University of Aizu.

Office: Room#123, 1st floor of the Research Quadrangles

Office hours: 9:00a.m.-5:15p.m.

E-mail: osip@u-aizu.ac.jp

Tel : 0242-37-2761